

File ID: 2026-00872

6/23/2026

[Contract Supplement] Coordinated Access System with Sacramento Steps Forward [Two-Thirds Vote Required]

File ID: 2026-00872

Location: Citywide

Recommendation: Pass a **Motion** by two-thirds vote: 1) waiving the requirement for 10-day posting of agreements over \$1 million under City Code section 4.04.020(C) and Council Rules of Procedure Chapter 7, Section E.2.d; and 2) authorizing the City Manager or designee to execute Supplement Agreement No.1 to City Agreement No. 2025-0773 with Sacramento Steps Forward for an amount not-to-exceed \$600,000, for a total not-to-exceed amount of \$1,200,000.

Contact: Brian Pedro, Director, (916) 808-7816, bpedro1@cityofsacramento.org; Rodolfo Davidson, Program Manager, (916) 808-3703, rdavidson@cityofsacramento.org; Department of Community Response

Attachments:

1-Description/Analysis

2-Sacramento Steps Forward Coordinated Access Supplement

Description/Analysis

Issue Detail: The Coordinated Access System (CAS) -- a collaborative effort between Sacramento Steps Forward (SSF), 2-1-1, the City of Sacramento, and the County of Sacramento -- was launched in December 2022 to provide a centralized location where people experiencing homelessness, or at risk of experiencing homelessness, can connect with shelter programs and services.

The CAS works to create a more accessible, efficient, and person-centered system for people seeking support. In addition to the ability to connect households experiencing homelessness to emergency services, the system also helps to divert households away from homelessness through problem solving and prevention options, whenever possible.

The CAS has played a significant role in the region's ongoing response to homelessness. According to the 2026 Sacramento Point-in-Time (PIT) Count report, the County of Sacramento had an estimated homeless population of 7,458 people. While the total number of individuals experiencing homelessness increased by 843 people (13%) from the 2024 PIT Count, the data also showed that

582 more people were sheltered in 2026 than in 2024, a 20% increase. In addition, the 2026 PIT Count showed a 19% reduction in the number of individuals experiencing unsheltered homelessness within the City of Sacramento from 2024.

People access CAS primarily by calling the 2-1-1 referral line. In 2025, 2-1-1 facilitated 73,125 connections to community resources, prevented 223 households from entering homelessness, enrolled 3,264 individuals in shelter programs and assisted with providing 1,300 exits to permanent housing, according to SSF. These outcomes illustrate the scale and impact of CAS.

SSF manages and oversees the CAS in partnership with the City, County and 2-1-1. On November 1, 2022, the City Council passed motion No. 2022-0343 authorizing agreement No. 2022-0818 with SSF for an amount not-to-exceed \$1 million from July 1, 2022, through June 30, 2023, to support operations of the CAS. City Council approved two one-year \$1 million extensions through June 30, 2025.

On July 29, 2025, the City Council passed motion No. 2025-0246 authorizing agreement No. 2025-0773 with SSF for an amount not-to-exceed \$600,000 from July 1, 2025, through June 30, 2026, for the CAS.

City staff recommend entering into supplemental agreement with SSF from July 1, 2026, through June 30, 2027, to support the ongoing needs of the CAS.

Policy Considerations: Pursuant to Sacramento City Code section 3.56.090, any agreement that is for \$250,000 or more requires City Council approval.

The Sacramento City Code Section 4.04.020 and the City Council Rules of Procedure (Chapter 7, Section E.2.d) mandate that unless waived by a two-thirds vote of the City Council, all labor agreements, and all agreements greater than \$1,000,000 shall be made available to the public at least 10 days prior to City Council action. The recommendation is to waive this requirement.

Economic Impacts: Not applicable.

Environmental Considerations: Pursuant to Government Code section 8698.4(a)(4), the California Environmental Quality Act does not apply these contracts. Additionally, this report concerns activities that do not have the potential for causing a significant effect on the environment and would be exempt from the CEQA (CEQA Guidelines section 15061(b)(3)).

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: Not applicable.

Financial Considerations: The supplemental agreement with Sacramento Steps Forward to support the Coordinated Access System will be funded by the HHAP-5 Grant Project (G02000990) for \$400,000 and by the Community Response MYOP (I23000100) for \$200,000. Sufficient funding is available in the HHAP-5 Grant Project (G02000990) (Operating Grants, Fund 2702) and in the Community Response MYOP (I23000100) (Measure U, Fund 2401) in the Community Response MYOP (I23000100) to execute the supplemental agreement for an amount not to exceed \$600,000, for a total not-to-exceed amount of \$1,200,000.

Local Business Enterprise (LBE): Sacramento Steps Forward serves as the lead agency for Sacramento's Continuum of Care and oversees the Coordinated Access System.

..End

Contract Routing Sheet

Payment / Performance Bond Only

General Routing Information

Department: Community Response Department

Contract Coordinator: Krystal Hull Email: khull@cityofsacramento.org

Effective Date: 07/01/2026 Expiration Date: 06/30/2027

Grant/Project Name: Coordinated Access System

Other Party: Sacramento Steps Forward

Original Not to Exceed Amount: \$ 600,000.00

Assessor's Parcel Number(s): _____

Project Number: G02000997 Bid/RFQ/RFP#: _____

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): \$ 600,000.00 New Not to Exceed Amount: \$ 1,200,000.00

Change In Scope: Yes

Original Contract Number: 2025 -0773 Supplement Number: 01

Council Approval

Original Meeting Date: 7/29/2025 Council File ID: 2025-01090

Supplement Meeting Date: 6/23/2026 Council File ID: 2026-00872

Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Other Party Signature
- Real Estate
- Return to Dept for Recording
- Construction Related
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

Signing Authority - Department Directors up to \$100K; \$100K -\$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

Department Review and Routing

AB 339 Review Confirmation (if needed) _____

Sign Rodolfo Davidson Division Manager

Sign _____

Sign _____

Sign _____

Sign _____

CONTRACT #: [2025-0773-01]
CONTRACT NAME: [Coordinated Access System]
AGREEMENT TERM: [07/01/2026- 06/30/2027]
AUTHORIZED RENEWALS: [1]
DEPARTMENT/DIVISION: [Community Response/Homeless Services]

PROJECT: [G02000997]
NOT-TO-EXCEED AMOUNT: \$1,200,000
SOLICITATION: [N/A]
LBE (Y/N): [Y]
COUNCIL FILE ID: [2026-00872]

CITY OF SACRAMENTO

**CONTRACT AMENDMENT
CHANGE IN SCOPE AND NOT-TO-EXCEED AMOUNT**

The City of Sacramento ("City") and Sacramento Steps Forward ("Grantee"), Homeless Housing, Assistance, and Prevention Program Grant Agreement designated as Agreement Number 2025-0773-01, including any and all prior supplemental agreements modifying the Agreement (the Agreement and all supplemental grant agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The Time of Performance as set forth in Section 8 is hereby extended for an additional one-year term through June 30, 2027.
2. As of July 1, 2026, the Scope of Work attached hereto as Attachment 5 supersedes the Scope of Work specified as Attachment 1.
3. As of July 1, 2026, the revised Budget attached hereto as Attachment 6 supersedes the Budget set forth in Attachment 2.
4. The maximum not-to-exceed amount that is specified in the Grant Agreement for payment of Grantee's fees and expenses is **increased** by \$600,000, and the Agreement's maximum not-to-exceed amount is amended as follows:

Contract's original not-to-exceed amount:	\$600,000
Net change by previous amendments:	\$0.00
Not-to-exceed amount prior to this amendment:	\$600,000
Increase by this amendment:	\$600,000
New not-to exceed amount including all amendments:	\$1,200,000


5. Grantee agrees that the amount specified in section 2 above shall fully compensate Grantee under the Agreement, as modified by this amendment, including any and all direct and indirect costs that may be incurred by Grantee in connection with such additional and/or revised services, and costs associated with any changes and/or delays in schedules or in the delivery of other services by Grantee.
6. Grantee warrants and represents that the person or persons executing this supplemental grant agreement on behalf of Grantee is duly authorized by Grantee to sign this supplemental grant agreement and bind Grantee to the terms hereof.
7. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Grantee shall perform as required under the Agreement, as modified by this supplemental grant agreement.

SUPPLEMENTAL CONTRACT

Approval Recommended By:

Brian Pedro, Director

Approved By:




Trent Simmons, Interim CEO

Approved By:

Ryan Moore, Assistant City Manager
City of Sacramento

Approved As To Form By:



[Gary Lindsey \(Jun 16, 2026 13:07:53 PDT\)](#)
Gary Lindsey, Senior Deputy City Attorney

Attest:

City Clerk

Attachment 5- Scope of Services

This Scope of Services describes the activities supported by funding from the City of Sacramento (“City”) to Sacramento Steps Forward (“SSF”) to operate and maintain elements of the Coordinated Access System (“CAS”).

The City’s contribution under this Agreement is intended to partially fund a one-year subcontract between SSF and 2-1-1 Sacramento (“2-1-1”), which will serve as the primary centralized access point for individuals and households experiencing a housing crisis in Sacramento County.

1) Key Terms

- a. “Coordinated Access System” or “CAS” means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations designed to coordinate program participant intake, assessment, and provision of referrals within the homelessness response system.
- b. “Centralized Access Point” means the designated entry point where individuals and families experiencing or at risk of homelessness can access housing and homeless services. The Centralized Access Point conducts assessments, provides referrals, and connects clients to appropriate resources based on their needs and eligibility.
- c. “211” means a free, confidential information and referral service that connects individuals to community resources, including housing assistance, emergency shelter, food, healthcare, mental health services, and other social services.
- d. “Homeless Management Information System” or “HMIS” means a secure, federally required data collection system used by homeless service providers to record and track client information, services provided, program outcomes, and housing placements. HMIS supports coordinated care, program evaluation, reporting, and compliance with funding requirements.
- e. “Problem Solving” means a housing-focused conversation and intervention strategy that assists households in identifying immediate alternatives to homelessness, resolving housing crises, and leveraging personal, family, community, and financial resources to obtain or maintain safe and stable housing.

2) Coordinated Access System (CAS) Support

- a. SSF shall provide overall coordination, administration, and oversight of CAS functions, including subcontract management, system development, and support.

- b. SSF shall subcontract with 2-1-1 to operate the primary centralized access point.
- c. SSF shall collaborate with community partners and subcontractors to create and maintain shared assessment and triage tools and support coordinated referrals to homelessness crisis resources.
- d. SSF shall convene regular meetings and communications with CAS partners including the City and County of Sacramento to monitor progress, identify system needs, and improve coordination.
- e. SSF shall maintain and update CAS policies and procedures in collaboration with relevant partners and stakeholders.
- f. SSF shall provide training and technical assistance to 2-1-1 staff on the use of shared assessment and triage tools, including protocols for screening, prioritization, referral processes, and data entry into the Homeless Management Information System (HMIS).
- g. SSF shall provide the City with reporting access to the Coordinated Access agency in HMIS.
- h. SSF shall provide the City with regular reports, no less than quarterly, to ensure transparency and inform system planning. Each report will include:
 - i. Number of calls handled
 - ii. Average call wait time
 - iii. Calls by day and time
 - iv. Calls by line

3) Centralized Access Point (operated by 2-1-1)

- a. SSF shall subcontract with 2-1-1 to serve as the primary centralized access point for households experiencing or at risk of homelessness in Sacramento County.
- b. Under this subcontract, SSF shall ensure that 2-1-1 will be obligated to provide the following services:
 - i. Assessment, screening, triage of individuals contacting 211, and connection to appropriate crisis response services and resources.
 - ii. Problem-solving and housing-focused engagement.
 - iii. Referrals to CAS-connected shelters, outreach teams, and other supports.

- iv. Documentation of relevant client information in the Homeless Management Information System (HMIS).
- v. Facilitation of client transportation to assist individuals and households referred to crisis housing resources. Transportation may include ride-share services, public transit passes, or other appropriate methods as determined by 2-1-1.

ATTACHMENT 6 - BUDGET

Item	Description	Cost
Subcontract with 2-1-1 Sacramento	2-1-1 to operate a dedicated telephonic access point for the Coordinated Access System and provide client transportation services. Permissible uses include staff salaries, benefits, transportation support including transportation to shelters, & telephone costs.	\$ 558,000
Indirect (7%)		\$ 42,000
Total		\$ 600,000